



PRE-K 4 SA – AFTER SCHOOL CARE PROGRAM

POLICIES AND PROCEDURES

WELCOME

On behalf of Pre-K 4 SA, we would like to welcome you to our after school care program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. The after school care program will emphasize safety, a positive climate, and enjoyable instructional and recreational activities. Our goal is to provide our children with enhanced educational, enrichment, and recreational activities, and to reinforce identified socio-emotional skills. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

HOURS OF OPERATION

The after school care program operates Monday through Friday from 3:00 to 6:00 p.m. on regular school days. The after school care program is not available on school holidays or staff development days.

INCLEMENT WEATHER POLICY

The after school care program follows the Northside Independent School District's (NISD) school closing policy for inclement weather. Therefore, if NISD makes an early morning or mid-day closing, the after school care program will be closed as well. In addition, on the rare occasion that the NISD deems the weather or road conditions too dangerous for travel, transportation will not be provided to/from Pre-K 4 SA in order to ensure the safety of all children and staff. Staff will call parents immediately to inform them of the situation should the need arise. All children will be supervised and safe until parents are able to arrive.

ENROLLMENT

The after school care program is open to all currently enrolled students who require

after school care and do not require afternoon bus transportation.

ATTENDANCE

The after school care program follows a strict student/teacher ratio and prides itself on maintaining a nurturing environment. On days when your child will not be attending the after school care program, please notify the Center prior to 2:00 p.m. If a child requires one on one support, we may not be able to accommodate the needs of the student in this program.

CHECK OUT

Every child must be signed out by a parent or an adult authorized on the enrollment form no later than 6:00 p.m. each day. Please note we will not release your child to anyone who is not authorized on the enrollment form to pick up the student. Every adult authorized to pick up a child must present a picture ID.

LATE PICK UP

If your child is picked up after 6:10 p.m. on two or more days, your child may lose the privilege of attending the after school program. If a child is still in the care of the after school care program staff past 6:30 p.m., and we are unable to contact anyone on the emergency card we may have to contact the Department of Family and Protective Services. In the case of an emergency, please contact the Center Director if you are going to be late.

SNACK

The after school care program provides healthy snacks for students each day. Children may bring their own snack if they prefer.

MEDICATION

The after school care program does not maintain a Nurse or other health professional on staff.

If the student requires a prescription medication such as an inhaler during the after school care program hours, the parent must provide the after school care program with that medication even if the Nurse already has it. A medication form with a physician's signature must be completed and turned in to the after school care program office.

Medication will only be given to children with a signed doctor's medication form

listing a date, type, name, time, and dosage. All medication must be in the original container, have a valid expiration date, and be labeled with the child's name. Staff cannot dispense medications in dosages that exceed the recommendations stated on the medication container. The Department of Family and Protective Services does not allow a child with a fever of 101 or greater, diarrhea, vomiting, rashes, or sore throat to attend the after school care program. If your child displays any of these symptoms, a parent or guardian will be notified immediately.

PROCEDURE FOR INJURY

In the event that a child becomes ill or is injured after arriving at the after school care program, an Assistant Center Director will attempt to notify the parent/guardian by telephone. If a parent/guardian cannot be contacted, emergency contacts listed on the emergency form will be called in the order listed. The child will be cared for until a parent/guardian or emergency contact arrives to pick up the child.

In the event of a natural disaster, the Assistant Center Director will lead the children to evacuate the building and follow disaster plans established by the Center.

In the event of an actual fire or other disaster, all of the children will be supervised until they can be released to parents/guardians or to the other authorized individuals listed on the emergency information given during registration.

STAFF

The after school care program utilizes staff from the Pre-K 4 SA program. All staff members have passed the required background and fingerprinting checks. All staff members are certified in CPR and First Aid.

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES REQUIREMENTS

The after school care program is licensed by the Department of Family and Protective Services (DFPS). It is a requirement of DFPS that any suspected signs of child abuse be reported. If an employee suspects any child abuse, he/she is required to file a report and call the child abuse hotline. The proper authorities will then intervene and conduct an investigation. Our licensing also stipulates that any staff member or child enrolled in the after school care program may be subject to an interview by DFPS officials.

WITHDRAWING YOUR STUDENT

Please notify your Center Director when withdrawing your child from the program.